

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
JUNE 22, 2015
TOWN HALL
6:30 PM**

Board Members Present: Nadine A. Hawver, Chairman
David A. Smith, Jr., Clerk
Andrew G. Petersen

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator

Chairman Hawver called the meeting to order at 6:30 PM.

COMMUNITY COMPACT PROGRAM:

Chairman Hawver explained that the Governor has announced the opening of an inaugural round of Community Compact applications which would allow the Board to choose best practices for Sheffield. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard research the best practices for shared services, capital planning and financial policies and report back to the Board.

BUILDING CUSTODIAN:

Administrator LaBombard stated that the custodian at the Library would be retiring. Discussion ensued regarding creating a full time custodial position to cover all Town buildings. It was the consensus of the Board to make this position full time.

VAN DRIVER APPOINTMENT:

Administrator LaBombard stated that an application was received for the part-time Van Driver position. She stated that she interviewed the applicant and recommended that he be hired. Discussion ensued. Selectman Smith moved to hire John Henry as the part-time Van Driver at a rate of \$16.00 per hour, seconded by Selectman Petersen. The motion carried unanimously.

CEMETERY ON NORTH MAIN STREET:

Administrator LaBombard explained that the caretakers of the Kellogg cemetery on North Main Street are no longer able to do so and have requested that the Town take over. Discussion ensued regarding other private cemeteries. It was the consensus of the Board not to take over the cemetery on North Main Street.

LODGING HOUSE LICENSE – 175 MAIN STREET – INACTIVE:

Administrator LaBombard explained that Berkshire Manor has a valid Innholders license but the owner will not allow a food inspection because she is not currently operating as a bed and breakfast, therefore, she is not serving or preparing any food. Discussion ensued. It was the consensus of the Board that Berkshire Manor must have a food inspection in order to keep an Innholders license.

TRANSFER STATION FEES FY2016:

Administrator LaBombard recommended setting the Transfer Station fees for FY2016 at \$165.00 and \$120.00 for a senior citizen. Discussion ensued. Selectman Smith moved to set the Transfer Station fees for FY2016 at \$165.00 and \$120.00 for a senior citizen, seconded by Selectman Petersen. The motion carried unanimously.

Administrator LaBombard gave the Board an update on her meeting with the Town Accountant.

Selectman Smith moved to adjourn the meeting, seconded by Selectman Petersen. The motion carried unanimously.

Chairman Hawver adjourned the meeting at 7:24 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

The following documents were reviewed at this meeting:
Community Compact Application Information
FY2016 Solid Waste Budget